

LOCAL HUMAN RIGHTS COMMITTEE VALLEY COMMUNITY SERVICES BOARD  
MEETING MINUTES  
January 5, 2007



Members Present

Tammy Johnston  
Jeffrey Jones  
Josephine Carpenter  
Donna Logan  
Elizabeth Bouldin-Clopton

Members Absent

Virginia Kivlighan  
Marita Derrick

Affiliate Presentations

Horizon Residential Services  
Heart Havens

Chuck Collins, Regional Advocate  
Randall Urgo, Advocate  
Mark Seymour, Children's Advocate (absent)

Guests

Beth Howell      Peggy Wood-Kane  
James Hall      Brenda Sasser

VCSB Representative

Dana Fitzgerald

| TOPIC              | DISCUSSION   | ACTION   |
|--------------------|--|--|
| Approval of Agenda | Elizabeth Bouldin-Clopton, Chair for this meeting, requested approval of the Agenda<br><br>All members unanimously approved Agenda with the addition of item noted.  | Item added to the Agenda<br>New Business:<br>(1) Beth Howell to present restrictive plan in closed session                               |
| General            | Mr. Shaffren inquired whether to use initials only for clients due to confidentiality concerns. After discussion members agreed to use initials only.  | Transcriber of minutes will use initials only for clients.   |
| Call to Order      | Elizabeth Bouldin-Clopton called the January 5, 2007 meeting to Order  | N/A  |
| Public Comment     | Ms. Bouldin-Clopton introduced the period for public comment:<br><br>Family Sharing request to Affiliate. Ms. Meneika Keith (with brochure and report handouts) provided background, current staffing structure, and explained the operational plan for Family Sharing.<br><br>She assured committee members that all Human Rights regulations will be | Committee Members agreed to allow Family Sharing to Affiliate with Valley CSB <u>contingent upon</u> Family Sharing receiving licensure. |

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|   | <p>followed, and went on to explain how this will be accomplished.</p> <p>Ms. Keith reported that the licensure department has requested additional items before they will issue a license to Family Sharing. Ms. Keith went on to say that they have responded to those requests and are now waiting for the final approval.</p> <p>The number of clients anticipated the first year is 5 and Family Sharing will grow as the need grows. Plans are to expand throughout Virginia.</p> <p>(A copy of the Family Sharing brochure and report presented by Ms. Keith is filed with these minutes).</p> <p>Mr. Randall stated that the Committee could approve Family Sharing for affiliation once license is approved.</p> <p><b>Tammy Johnston motioned to allow Family Sharing to affiliate contingent upon licensure approval. Jeffrey Jones seconded. Motion unanimously carried.</b></p> | <p><b><u>COMMITTEE ACTION ITEM</u></b></p> <p>After Ms. Keith's presentation – the committee discussed and commented that it did not make sense to answer the criteria questions that are used for the Annual Report, as not all questions are relevant when requesting to affiliate.</p> <p>The Committee discussed the need to have questions prepared that are applicable for the providers who wish to affiliate with the Valley LHRC.</p> <p>Committee will prepare questions.</p> |
| <p><b><u>Affiliate Presentations (2)</u></b></p> <p><b>Horizon Residential Services</b></p> | <ul style="list-style-type: none"> <li>• <u>Horizon Residential Services</u> – Was not at this meeting.</li> </ul>   | <p>Ms. Litten will contact Horizon Residential to discuss reason for not attending.</p>   |
| <p>Heart Havens</p>   | <ul style="list-style-type: none"> <li>• Mr. Terry Barnes, Regional Manager of Heart Havens presented his Annual Report to the Committee Members. (with handout)</li> </ul> <ol style="list-style-type: none"> <li>1. Staff is trained in Human Rights upon hire through video and manual – receive a test and must pass with a 95%. If the person does not pass, they sit with the individual to re-teach and go over why the answers were wrong. They are given a chance to retake the test.</li> <li>2. Human Rights Posters are posted within view throughout the home (with a language they can understand).</li> <li>3. No complaints</li> <li>4. Complaint is immediately investigated. Manager of Home contacts Mr. Barnes, Case Management and Human Rights are used as a</li> </ol>  | <p>Informational – Annual Report on file</p>  |

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|  | <p>resource. The Regional Mgr. Coordinates a process to provide resolution within 5 days. If individual does not agree with resolution, contact is made with the Human Rights advocate. Clear documentation of the entire process is included in the resident's file.</p> <ol style="list-style-type: none"> <li>5. No citations from license department.</li> <li>6. Staff has varying degrees of education – (handout of job descriptions and qualifications). Staff Training Checklist (handout) describes additional training required (i.e. CPR, First Aid, etc.).</li> <li>7. Culture of HR is established through reviews of regulations and training, quality assurance visits and reports from the residents.</li> </ol> |  |
| Approval of November, 2006 Minutes   | <p>The November meeting minutes were reviewed and the following amendments were recommended: Change “ <i>Date of Next meeting from 2006 to 2007</i>” <b>and...</b> use initials only when naming a consumer.</p> <p><b>Josephine Carpenter motioned to approve minutes as amended. Donna Logan Seconded. Motion unanimously carried.</b></p>  | <p>Minutes will be amended as requested and submitted to the Richmond Office.</p> <p>Note: LHRC Members can review minutes on the website.</p> |
| <p>Valley CSB Agency Update</p> <p>Brenda Sasser, Director MR Services reporting for J. Thomas</p> | <p>Ms. Sasser reported on the Valley Agency Update:</p> <ul style="list-style-type: none"> <li>• In the process of licensure for the SA House in Waynesboro. An open house was held on December 11, 2006. Anticipated opening in January, 2007 after license has been received.</li> <li>• The Architect and Engineering Services have taken place at 600 E. Main Street.</li> <li>• The 501(3)(C) – Valley Area Community Support, Inc. continues to pursue the 1314 W. Johnson Street residence in order to open the PACT program and house 4 apartments.</li> <li>• Interviews for The Behavioral Healthcare Director position will take place the third week in January.</li> </ul>   | Informational  |
| <p>Advocate Report</p> <p>Randall Urgo</p>   | <ul style="list-style-type: none"> <li>• Mr. Urgo reported that 7 cases were presented for resolution.</li> <li>• Two suicides reported – no omission or negligence on VCSB's part.</li> <li>• Issue regarding D.B. with taking his service animal on the bus. The decision was made to allow consumers who feared the dog, would ride on another bus. At this time no definite outcome of this proposal.</li> </ul>  | Informational  |

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|  | <ul style="list-style-type: none"> <li>Client complained that MR was rude. Case Manager became involved and settled the issue.</li> </ul>   |   |
| <p>Old Business:</p> <p>Karen Cunningham</p> | <p>Approval request from Karen Cunningham of Presbyterian Homes for Standards to Live By document. (Standards to Live By was presented at previous meetings; however, due to the lack of a quorum could not be voted on for approval).</p> <p>Ms. Cunningham pointed out a language change to read ... "legal drugs" was the one change made since the committee last reviewed.</p> <p><b>Tammy Johnston motioned to accept Standards to Live By. Josephine Carpenter seconded. Motion unanimously carried.</b></p>   | <p><u>Standards to Live By – with change</u> - approved by LHRC members.</p>    |
| <p>D.R.</p> <p>Mr. Michael Shaffren</p>      | <p><b>According to Virginia Code 2.2.-3711A the LHRC Committee agreed to go into closed session to discuss client treatment issues as allowed by the Human Rights Regulations. Elizabeth Bouldin-Clopton so moved to go into Closed Session. Tammy Johnston Seconded. Motion unanimously carried.</b></p> <p>Mr. Shaffren provided background on D.R. (with handout documenting restraint use July through December and explaining the need to use Posey restraints. He also provided a physician prescription for use of 4-point restraints (this is an error and should read 2-point). Mr. Urgo stated that the PRN order is not legal and he will follow-up with the physician.</p> <p>Mr. Shaffren was given approval to use Posey restraints on D.R. as approved at the November 2006 meeting. Mr. Shaffren is attending this meeting for a review and to request continuation of restraints. (the committee members requested this review at their November meeting)</p> <p>Mr. Shaffren stressed that the restraints <u>are not</u> a treatment plan – and restraints are used as an intervention, which they will slowly discontinue as D.R. no longer pulls out his tubes.</p> <p>After considerable discussion and debate regarding behavioral treatment vs. a crisis intervention plan (Mr. Shaffren reminded the Committee that</p> | <p><u>Action Item:</u><br/>The LHRC member requested a Written Crisis Plan.</p> |

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| <p style="text-align: center;">A.S.<br/>Jack Hall</p> <p style="text-align: center;">(A.S. &amp; S.D. follow up for March<br/>2<sup>nd</sup> Meeting)</p> <p style="text-align: center;">R.C. Restriction Plan<br/>Beth Howell &amp; Peggi Woods-Kane<br/>Case Managers of Wall<br/>Residences, LLC</p> <p style="text-align: center;">Randall Urgo</p> | <p>they did not use the restraints as a behavior treatment plan). The committee agreed to allow the use of the restraints with the stipulation that the Crisis Plan is presented to the Committee.</p> <p>A.S. is in a special enclosure (SAFE-T Care Enclosure). Mr. Hall thought he would be able to tell the committee members that A.S. was no longer using the Enclosure; however the neurologist would like A.S. to remain in the SAFE-T Care Enclosure until he sees A.S. on January 10, 2007.</p> <p>Mr. Hall stated that after the January 10<sup>th</sup> meeting, he would begin weaning A.S. away from the use of the SAFE-T Care Enclosure.</p> <p>Beth Howell presented a restriction plan (locking the refrigerator and cabinets from 11:00 pm to 6:00 am for health and safety reasons) for R.C. due to health issues. R.C. has brittle diabetes, high blood pressure, and high cholesterol. He is unaware of his dietary needs due to his intellectual disability.</p> <p>Therefore, a plan has been implemented (an addendum outlining this plan has been added to the current ISP). R.C. physician's has also provided written documentation regarding this plan.</p> <p>Ms. Howell addressed the committees concern that if another individual in the home is hungry or thirsty during this time-frame, by stating that a staff member is awake all night to provide consumers with thirsty or hungry.</p> <p><b><u>Josephine Carpenter motioned to approve restriction plan for R.C. Donna Logan seconded. Motion unanimously carried.</u></b></p> <ul style="list-style-type: none"> <li>• Mr. Urgo recommended that for future meetings we will assign time frames and also have the written affiliate presentations 2 weeks prior to the Committee meeting.</li> <li>• Add Agency Update and Case Updates after all presentations.</li> </ul> | <p>.</p> <p>no action required.</p> <p><u>Action Item:</u></p> <p>Ms. Litten will notify affiliates that written presentations are due two weeks prior to LHRC meeting.</p> |
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|         | <ul style="list-style-type: none"> <li>Members discussed appointment of a new chair if Ms. Kivlighan cannot serve in that capacity any longer.</li> <li>Ms. Nixsa Swinson has accepted a position with Valley CSB and has stepped down from the Vice Chair position. Committee will need to decide how to proceed with electing a member for this position.</li> </ul> <p><b>UNDER THE VIRGINIA FREEDOM OF INFORMATION ACT §2.2-3700 ET. SQ. CODE OF VIRGINIA – Committee reconvened in Open Session.</b></p> <p>Upon reconvening in open session, each member of the LHRC certified that only appropriate client related business was discussed. Certified by members.<br/> I so Certify – Josephine Carpenter,<br/> I so Certify" --Tammy Johnston,<br/> I so Certify"-- Jeffrey Jones<br/> I so Certify – Donna Logan<br/> I so Certify" -- Randall Uργο</p> | Ms. Litten will contact Ms. Kivlighan regarding her plans.                                      |
| Adjourn | With no further business to conduct, the Valley Community Services Board Local Human Rights Committee meeting was adjourned.  | <b>NEXT MEETING OF LHRC</b><br><b>March 2, 2007</b><br><b>Sanger's Lane</b><br><b>9:00 a.m.</b> |